

Term Law Clerk to
United States Magistrate Judge C.W. Hoffman, Jr.
Opens: March 21, 2016
Closes: April 18, 2016

The United States District Court for the District of Nevada has an opening for a Term Law Clerk to United States Magistrate Judge C.W. Hoffman, Jr. This is a full-time position with benefits including health and life insurance, employee-paid dental, eye care, long-term disability, and pre-tax Flexible Spending Accounts. This position is located at the Lloyd D. George Federal Courthouse in Las Vegas with a start date of **July 15, 2016**.

Compensation: Salary of \$59,350 to \$84,591 (JSP 11-13), depending on experience and previous federal law clerk service.

Description: The term law clerk works in a highly collegial and fast-paced environment with Magistrate Judge Hoffman and a career law clerk. The term law clerk is responsible for the day-to-day management of over 300 civil and criminal cases, including drafting proposed orders and assisting Magistrate Judge Hoffman in preparing for hearings. This position is a great opportunity for gaining federal civil and criminal law experience in an environment providing significant responsibility and challenge. The term law clerk must perform some administrative duties, such as filing orders in the Court's electronic filing system and scheduling hearings, as chambers arrangements do not include a judicial assistant.

Qualifications: Applicants must be graduates of an accredited law school and have excellent academic credentials. They also must have superior analytical, research, and writing skills. Bar membership and at least one year of post-law school legal work in private practice or a federal judicial clerkship are strongly preferred and qualifies for a starting salary at the JSP 12 level. Applicants should possess a genuine interest in civil and criminal procedure, discovery, prisoner civil rights litigation, employment law, Social Security appeals, and alternative dispute resolution. Good communication and interpersonal skills are essential.

To Apply: Submit a cover letter, resume, and a succinct writing sample postmarked no later than **April 18, 2016** to:

Chambers of U.S. Magistrate Judge C.W. Hoffman, Jr.
United States District Court
333 Las Vegas Blvd. South, Room 3014
Las Vegas, NV 89101

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.